

EDITED KSA LISTING

CLASS: LEGAL ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	Comprehensive knowledge of legal concepts, terminology, principles and procedures in order to assist and support attorneys in representing the department.
K2.	General knowledge of legal reference materials in order to research legal principles and procedures.
K3.	Comprehensive knowledge of paralegal duties in a legal office in order to prepare the most common types of legal documents in an effective manner (e.g., briefs, motions, pleadings) and to effectively interact with and understand the requests of the departmental attorney

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Logically and accurately analyze legal situations in order to assist attorneys in determining an effective course of action.
S2.	Communicate effectively, prepare reports and summary sheets which set forth the statement of facts, applications of relevant law, and conclusions in order to assist attorneys in determining an effective course of action
S3.	Read and understand complex statutes, court decisions, regulations, proposed legislation, legal reference materials, legal documents and other similar materials in order to research and analyze legal principles and procedures.
S4.	Prepare drafts of the most common types of legal documents (e.g., briefs, motions, pleadings), in an effective manner, including how to apply rules regarding content, citations, order of presentations, formatting, page limitations, etc.
S5.	Prepare drafts of litigation discovery documents (e.g., interrogatories, subpoenas, motions) in an effective manner, including how to apply rules regarding content, citations, order of presentations, formatting, page limitations, etc.
S6.	Communicate effectively and work cooperatively with attorneys and members of the support staff